



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

M E M O

TO: Mayor, Trustees, Village Attorneys and Village Clerk

FROM: Village Administrator Steve Stricker and Staff

DATE: February 19, 2016

SUBJECT: Administration Weekly Memo

Water Committee Meeting – Monday, February 22, 6:00 p.m.

The next Water Committee meeting is scheduled on Monday, February 22, at 6:00 p.m. (prior to the Village Board meeting). Attached is the agenda for this meeting. The entire agenda packet has been placed on Share Point and a hard copy is being provided to you as well.

Veterans Memorial Committee Meeting – Wednesday, February 24, 4:00 p.m.

The next Veterans Memorial Committee meeting is scheduled on Wednesday, February 24, at 4:00 p.m.

Harvester Place Grand Opening – Thursday, February 25, 4-7 p.m.

The Grand Opening and Ribbon Cutting Ceremony for Harvester Place (Anthem Memory Care), 15W150 South Frontage Road, is scheduled on Thursday, February 25, from 4:00-7:00 p.m. Attached is the official invitation, which contains RSVP information. (I apologize for the late arrival of the invitation; we learned today they were mailed out last week Tuesday, but for some reason quite a lot of them did not reach their destinations and had to be emailed.)

Chamber of Commerce Lunch – Wednesday, March 2, 11:30 a.m.

The next WB/BR Chamber of Commerce lunch is scheduled on Wednesday, March 2, beginning at 11:30 a.m. The event will be held at Chuck's Southern Comforts Café, in Darien.

Plan Commission Meeting Cancelled

The Plan Commission meeting scheduled on March 7 has been cancelled.

FY 16-17 Budget Workshop – Monday, March 7, 7:00 p.m.

The first FY 16-17 Budget Workshop is scheduled on Monday, March 7, at 7:00 p.m.

Secretary of State MDSF – Wednesday, March 9, 2016, 9:00 a.m.-3:00 p.m.

The Secretary of State will once again be at the Village Hall with its Mobile Driver Services Facility on Wednesday, March 9, from 10:00 a.m. to 3:00 p.m. At the mobile facility any Illinois resident can renew his/her license or ID up to one year in advance. The facility also offers vision screening, duplicate and/or corrected drivers' licenses, new ID cards and vehicle renewal stickers. Anyone over the age of 65 can obtain a free state ID that is good for life. Standard fees apply. The Mobile Facility does not offer road tests; anyone over the age of 75 is required to take a road test when renewing a drivers' license. To learn more about identification requirements, fees and services, visit the Secretary of State's web site at www.cyberdriveillinois.com.

BFPC Meeting – Wednesday, March 9, 7:00 p.m.

The next Board of Fire and Police Commissioners meeting is scheduled on Wednesday, March 9, at 7:00 p.m.

Pathway Commission Meeting – Thursday, March 10, 7:00 p.m.

The next Pathway Commission meeting is scheduled on Thursday, March 10, at 7:00 p.m.

EDC Meeting – Tuesday, March 15, 7:00 p.m.

The next Economic Development Committee meeting is scheduled on Tuesday, March 15, at 7:00 p.m.

Plan Commission Meeting – Monday, March 21, 7:30 p.m.

The next Plan Commission meeting is scheduled on Monday, March 21, at 7:30 p.m.

Veterans Memorial Committee Meeting – Wednesday, March 23, 4:00 p.m.

The March meeting of the Veterans Memorial Committee is scheduled on Wednesday, March 23, at 4:00 p.m.

Financial Information Reports – January 2016

Enclosed please find the Summary of the Financial Information Reports for the month of January 2016, prepared by Finance Director Jerry Sapp and Assistant Finance Director Lynette Zurawski.

Tax Revenue Breakdown

Attached please find a chart showing the breakdown of Sales Tax (through November 2015), Hotel/Motel Tax and Place-of-Eating Tax revenues for each fiscal year from 2011-12 through December 2015.

Economic Development Committee Business Breakfast Meeting a Success

Mayor Straub and members of the Economic Development Committee hosted a Business Appreciation Breakfast Meeting on Thursday, February 18. The meeting was attended by approximately 85 business representatives. Along with the normal Village updates, the main speaker for the event was author and Personal Coach Jim Fannin, who provided a very interesting and worthwhile program that was very well received by those in attendance.

Comcast Annual Report

Attached please find a letter from Anthony Signorella, Sr. Manager of Government Affairs for Comcast, which is Comcast's Annual Report for 2015.

SS:bp
encl

ec: Department Heads

AGENDA

WATER COMMITTEE

**Monday, February 22, 2016
6:00 P.M.
Village Hall Conference Room**

Distribution

Trustee Al Paveza, Chairman
Trustee Diane Bolos
Trustee Janet Grasso
Steve Stricker
David Preissig
Jerry Sapp
Jim Lukas

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF JANUARY 26TH, 2015 MINUTES**
- 4. UPDATE REGARDING WATER MAIN BREAK REPAIR PROGRAM**
- 5. UPDATE REGARDING WATER METER REPLACEMENT PROGRAM**
- 6. ANNUAL IDNR WATER AUDIT FORM (LMO-2)**
- 7. CONSIDERATION OF WATER RATE ADJUSTMENT**
- 8. PRESENTATION OF DRAFT FY 2016-17 WATER FUND BUDGET**
- 9. ADJOURNMENT**



HARVESTER PLACE

AN **ANTHEM** MEMORY CARE COMMUNITY

You are cordially invited to the

Grand Opening
of
Harvester Place

Thursday, February 25th, 2016

4:00pm - 7:00pm

Ribbon Cutting Ceremony 5:00pm

15W150 South Frontage Road

Burr Ridge, Illinois

RSVP by February 20th

lhammack@anthemmemorycare.com

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BURR RIDGE

PERIOD ENDING 01/31/2016
 SUMMARY OF FINANCIAL OPERATIONS

GL NUMBER	FUND	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016 INCREASE (DECREASE)	MONTHLY ALLOCATION FOR PERIOD 01/31/2016	YTD BALANCE 01/31/2016 NORMAL (ABNORMAL)	2015-16 ORIGINAL BUDGET
Fund 10 - General Fund						
Fund 10 - General Fund:						
TOTAL REVENUES			674,649.63	698,483.75	6,196,378.03	8,416,890.00
TOTAL EXPENDITURES			830,624.12	694,708.85	5,742,912.41	8,336,505.00
NET OF REVENUES & EXPENDITURES			(155,974.49)	3,774.90	453,465.62	80,385.00
Fund 21 - E-911 Fund						
Fund 21 - E-911 Fund:						
TOTAL REVENUES			7,068.68	6,089.16	44,387.15	73,070.00
TOTAL EXPENDITURES			2,273.50	3,952.09	23,974.11	47,425.00
NET OF REVENUES & EXPENDITURES			4,795.18	2,137.07	20,413.04	25,645.00
Fund 22 - Motor Fuel Tax Fund						
Fund 22 - Motor Fuel Tax Fund:						
TOTAL REVENUES			25,997.54	21,883.32	207,521.07	262,600.00
TOTAL EXPENDITURES			8.97	21,431.66	324.88	257,180.00
NET OF REVENUES & EXPENDITURES			25,988.57	451.66	207,196.19	5,420.00
Fund 23 - Hotel/Motel Tax Fund						
Fund 23 - Hotel/Motel Tax Fund:						
TOTAL REVENUES			15,023.82	40,139.66	446,371.64	507,655.00
TOTAL EXPENDITURES			34,034.38	41,008.32	393,626.90	492,100.00
NET OF REVENUES & EXPENDITURES			(19,010.56)	(868.66)	52,744.74	15,555.00
Fund 24 - Places of Eating Tax						
Fund 24 - Places of Eating Tax:						
TOTAL REVENUES			9,682.90	4,583.34	53,424.34	55,000.00
TOTAL EXPENDITURES			4,670.00	4,363.34	6,530.82	52,360.00
NET OF REVENUES & EXPENDITURES			5,012.90	220.00	46,893.52	2,640.00
Fund 31 - Capital Improvements Fund						
Fund 31 - Capital Improvements Fund:						
TOTAL REVENUES			4,316.02	26,552.09	8,180.23	318,625.00
TOTAL EXPENDITURES			17.93	75,030.43	626,271.40	900,365.00
NET OF REVENUES & EXPENDITURES			4,298.09	(48,478.34)	(618,091.17)	(581,740.00)
Fund 32 - Sidewalks/Pathway Fund						
Fund 32 - Sidewalks/Pathway Fund:						
TOTAL REVENUES			4,316.02	7,929.18	6,080.23	95,150.00
TOTAL EXPENDITURES			17.93	39,233.34	100,780.95	470,800.00
NET OF REVENUES & EXPENDITURES			4,298.09	(31,304.16)	(94,700.72)	(375,650.00)
Fund 33 - Equipment Replacement Fund						
Fund 33 - Equipment Replacement Fund:						
TOTAL REVENUES			4,316.02	13,894.16	6,080.23	166,730.00
TOTAL EXPENDITURES			17.93	28,433.34	186,667.72	341,200.00
NET OF REVENUES & EXPENDITURES			4,298.09	(14,539.18)	(180,587.49)	(174,470.00)

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BURR RIDGE

PERIOD ENDING 01/31/2016
 SUMMARY OF FINANCIAL OPERATIONS

GL NUMBER	FUND	DESCRIPTION	ACTIVITY FOR MONTH 01/31/2016 INCREASE (DECREASE)	MONTHLY ALLOCATION FOR PERIOD 01/31/2016	YTD BALANCE 01/31/2016 NORMAL (ABNORMAL)	2015-16 ORIGINAL BUDGET
Fund 34 - Storm Water Management Fund						
Fund 34 - Storm Water Management Fu						
TOTAL REVENUES			3,778.01	1,168.32	14,860.11	14,020.00
TOTAL EXPENDITURES			2,684.05	1,354.16	3,999.95	16,250.00
NET OF REVENUES & EXPENDITURES			1,093.96	(185.84)	10,860.16	(2,230.00)
Fund 41 - Debt Service Fund						
Fund 41 - Debt Service Fund:						
TOTAL REVENUES			39,915.48	56,396.25	471,365.42	676,755.00
TOTAL EXPENDITURES			386.40	56,864.14	677,367.70	682,370.00
NET OF REVENUES & EXPENDITURES			39,529.08	(467.89)	(206,002.28)	(5,615.00)
Fund 51 - Water Fund						
Fund 51 - Water Fund:						
TOTAL REVENUES			303,835.82	419,984.14	3,527,521.68	5,039,810.00
TOTAL EXPENDITURES			370,647.95	419,509.57	3,394,555.31	5,034,115.00
NET OF REVENUES & EXPENDITURES			(66,812.13)	474.57	132,966.37	5,695.00
Fund 52 - Sewer Fund						
Fund 52 - Sewer Fund:						
TOTAL REVENUES			23,874.16	28,074.16	194,703.14	336,890.00
TOTAL EXPENDITURES			17,453.07	23,268.73	174,558.16	279,225.00
NET OF REVENUES & EXPENDITURES			6,421.09	4,805.43	20,144.98	57,665.00
Fund 61 - Information Technology Fund						
Fund 61 - Information Technology Fund						
TOTAL REVENUES			4,316.02	21,399.16	6,080.23	256,790.00
TOTAL EXPENDITURES			12,392.29	20,487.50	100,445.22	245,850.00
NET OF REVENUES & EXPENDITURES			(8,076.27)	911.66	(94,364.99)	10,940.00
Fund 71 - Police Pension Fund						
Fund 71 - Police Pension Fund:						
TOTAL REVENUES			(375,592.28)	97,261.25	58,245.01	1,167,135.00
TOTAL EXPENDITURES			85,194.39	79,125.00	730,589.21	949,500.00
NET OF REVENUES & EXPENDITURES			(460,786.67)	18,136.25	(672,344.20)	217,635.00
Fund 73 - Agency Fund						
Fund 73 - Agency Fund:						
TOTAL REVENUES			0.00	0.00	0.00	0.00
TOTAL EXPENDITURES			0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES			0.00	0.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS			745,497.84	1,443,837.94	11,241,198.51	17,387,120.00
TOTAL EXPENDITURES - ALL FUNDS			1,360,422.91	1,508,770.47	12,162,604.74	18,105,245.00
NET OF REVENUES & EXPENDITURES			(614,925.07)	(64,932.53)	(921,406.23)	(718,125.00)

VILLAGE OF BURR RIDGE

SALES TAX	<u>FY11-12</u> <u>ACTUAL</u>	<u>FY12-13</u> <u>ACTUAL</u>	<u>FY13-14</u> <u>ACTUAL</u>	<u>FY14-15</u> <u>ACTUAL</u>	<u>FY15-16</u> <u>ACTUAL</u>	<u>FY15-16</u> <u>BUDGET</u>
May	164,880	157,416	166,418	177,187	178,066	180,370
Jun	168,120	174,263	171,849	191,939	187,426	199,370
Jul	162,291	160,591	160,774	158,266	165,831	162,888
Aug	153,762	157,464	166,028	156,135	172,775	162,825
Sep	173,292	168,230	164,275	167,034	165,009	172,905
Oct	300,439	153,795	163,233	185,930	134,835	191,575
Nov	196,294	157,043	172,716	155,202	164,268	159,580
Dec	227,140	193,770	212,047	206,791		221,525
Jan	255,959	161,153	139,713	156,303		165,925
Feb	220,461	191,135	134,279	147,337		164,915
Mar	176,973	163,389	162,898	184,709		184,597
Apr	179,430	185,034	178,671	178,261		163,370
TOTALS	<u>2,379,040</u>	<u>2,023,284</u>	<u>1,992,898</u>	<u>2,065,095</u>	<u>1,168,211</u>	<u>2,129,845</u>

*Cook County Tax Rate May 2009=9.25% July2010=8.75% Jan2012=8.50%, Jan2013=8.25%, Jan2016=9.25%

*Dupage County Tax Rate May 2009=7.25%

*Includes .25% Non-Home Rule Sales Tax

*There is a three month delay in receiving Sales Tax data from the State, i.e. May data is received in August

*The Sales tax will be reduced November thru February due to a three year distribution error by the State of Illinois

HOTEL/MOTEL TAX	<u>FY11-12</u> <u>ACTUAL</u>	<u>FY12-13</u> <u>ACTUAL</u>	<u>FY13-14</u> <u>ACTUAL</u>	<u>FY14-15</u> <u>ACTUAL</u>	<u>FY15-16</u> <u>ACTUAL</u>	<u>FY15-16</u> <u>BUDGET</u>
May	35,922	48,227	46,640	49,463	53,689	50,865
Jun	41,416	48,900	50,453	52,927	56,785	54,405
Jul	43,533	45,816	48,410	49,135	58,638	50,500
Aug	41,714	45,146	46,866	49,363	51,540	51,164
Sep	41,531	50,240	47,907	49,651	50,147	50,025
Oct	43,230	48,069	45,488	50,349	48,712	51,393
Nov	37,298	36,682	36,674	36,752	39,180	36,960
Dec	26,686	26,530	29,712	31,116	26,929	29,240
Jan	29,838	32,062	36,063	32,052		38,013
Feb	30,104	31,491	32,927	29,899		21,490
Mar	37,405	36,821	37,948	39,093		24,175
Apr	40,318	44,215	42,483	43,948		23,905
TOTALS	<u>448,996</u>	<u>494,199</u>	<u>501,570</u>	<u>513,747</u>	<u>385,619</u>	<u>482,135</u>

*May 2010, tax rate was increased from 3.0% to 3.5%

*November 2010, tax rate was increased from 3.5% to 4.0%

*We are currently collecting Jan receipts

*Quality Inn closed for remodeling, no remittances beginning Dec

PLACE OF EATING TAX	<u>FY12-13</u> <u>ACTUAL</u>	<u>FY13-14</u> <u>ACTUAL</u>	<u>FY14-15</u> <u>ACTUAL</u>	<u>FY15-16</u> <u>ACTUAL</u>	<u>FY15-16</u> <u>BUDGET</u>
May	19,701	22,246	24,927	25,973	25,694
Jun	21,788	23,942	26,250	26,558	25,693
Jul	19,832	23,224	23,998	24,847	25,693
Aug	24,338	28,745	23,779	26,623	25,694
Sep	21,543	21,644	23,236	23,810	25,693
Oct	21,320	21,969	23,654	24,057	25,693
Nov	19,021	22,894	22,999	23,304	25,694
Dec	27,264	24,930	27,233	29,122	25,693
Jan	14,037	19,742	22,096		25,693
Feb	19,060	20,342	20,468		25,694
Mar	21,743	23,072	24,030		25,693
Apr	35,140	21,940	22,770		25,693
TOTALS	<u>264,788</u>	<u>274,689</u>	<u>285,441</u>	<u>204,294</u>	<u>308,320</u>

*1% Place of Eating Tax implemented May 1, 2012

*Budget \$253K in General Fund, \$55K in Place of Eating Tax Fund

*25% of total each month is transferred to POE Tax Fund, up to \$55K

*We are currently collecting Jan receipts



February 12, 2016

Mr. Steven Stricker
Village Administrator
Village of Burr Ridge
7660 S County Line Rd.
Burr Ridge, IL 60527

RE: Comcast Annual Report

Dear Mr. Stricker:

At Comcast we continue to proudly serve over 400 communities throughout the State of Illinois. Comcast is committed to providing a best in class customer experience. To support this goal in 2015 we accelerated the introduction of new technologies and enhanced customer support resources. In particular, we redesigned and relaunched the "My Account app," which puts real time information in the hands of customers regarding their accounts, including equipment health and customer charges. In addition, we continue to work hard every day to contribute to the health and vitality of communities through corporate responsibility engagement.

INVESTMENT IN DEVELOPMENT OF PRODUCT AND SERVICES

We're continuing to invest in our network and our products to improve service and deliver more of the services that customers want with faster Internet speeds, more content across viewing screens, personalization tools, interactivity and new features. In 2015, we made the following available to our customers:

- Cloud DVR service, which allows customers to not only turn any screen into a TV, but to access their content remotely.
- The Talking Remote which allows customers to access programming and options using voice commands. This innovation has been widely embraced for its ease of use for individuals with disabilities.
- Video Described Content, programming that includes a narration track between the natural pauses in the dialogue that describes the action happening on-screen. A national pilot program was launched during the national broadcast of the hit Broadway musical *The Wiz Live!*, making it the first live entertainment program in U.S. history to be accessible to people who have a visual disability.
- Hired hundreds more technicians and customer support roles to improve the customer experience and enhance convenience regarding installs and equipment needs.

INVESTMENT IN THE CUSTOMER EXPERIENCE

We are deeply focused on the customer experience transformation and continue to make substantive progress. The customer experience is about looking at things through our customers' eyes and making it simpler to interact with them how, when and where they want. And it's about using technology to make their lives better and making sure our employees have the right tools and technologies to be able to delight our customers every time.

- In 2015, Comcast opened four more Xfinity Stores in the state of Illinois and introduced the flagship Studio Xfinity, which offers space for community organizations to interact with technology. Xfinity Stores allow customers to interact and experience all of the features of Comcast's products.

- As noted above, we've added features to the My Account app that put customers in the driver's seat for troubleshooting problems and fixing issues. The Xfinity My Account app allows customers to easily manage their account. Using a smartphone, customers can make payments, manage appointments, restart a modem or cable box, chat with a technical expert and schedule a convenient time for us to call them back –with no waiting on hold.
- We're rethinking policies – we no longer require customers to provide proof of purchase for their own modem, and we've eliminated change of service fees and equipment return charges.

INVESTMENT IN THE COMMUNITY

At Comcast, we seek to improve communities through partnership, direct support and Comcasters giving of their time and talents. This dedication is why Comcast has been named one of the top 50 community-minded companies in America by Bloomberg and Points of Lights, the largest organization in the world dedicated to volunteer service.

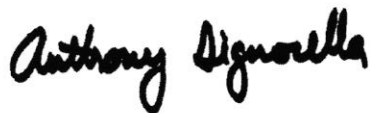
- Comcast is committed to closing the digital divide. Internet Essentials provides affordable internet to qualifying limited income families. For \$9.95 a month broadband service can now be accessed in the home. With this service, children will have a tool to aid in their academic success and support their intellectual curiosity. In 2015, we doubled the speed for Internet Essentials, made it easier for participants to enroll in the program, began providing WiFi enabled routers to customers as a standard feature and piloted a program to make Internet Essentials available to qualifying community college students.
- 2015 marked the 14th year of Comcast Cares Day. Comcast Cares Day is the nation's largest single-day corporate volunteer event. Since its founding more than 4 million volunteer hours have been logged, and over 700,000 people have participated. In 2015, over 7,000 Comcast team members, their families and friends volunteered across the state of Illinois.

Comcast is proud of our commitment to the community and its customers. In the coming years we look forward to working with you as we continue to serve the residents in your area. Detailed below, for your review, is the annual customer complaint report as required by state statute.

<u>Type of Complaint</u>	<u>Total</u>
Billing, Charges, Refunds and Credits	34
Installation or Termination of Service	2
Quality of Service or Repair	14
Programming	9
Miscellaneous	4
Total	63

If you have any questions or would like additional information, please feel free to contact me at (224) 229-6135.

Sincerely,



Anthony Signorella
Senior Manager of Government Affairs